

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Management of Board of Supervisors General Office Operations and Budget and Administrative Support to Board Offices

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Purpose

To establish a policy which regulates the manner in which the Board of Supervisors General Office operations and budget will be managed and fiscal support provided to Board District Offices.

Background

There is a budget unit for each Supervisorial District Office and a budget for the Board of Supervisors' General Office. The Clerk of the Board currently maintains personnel records for the Board District Offices. This policy will provide direction with respect to fiscal support to the Board District Offices.

Policy

It is the policy of the Board of Supervisors that:

The Clerk of the Board of Supervisors shall serve as Executive Officer of the Board in providing administrative support to, and management of, the Board General Office operations and shall be responsible for:

1. Management and operation of the Board General Office.
2. Supervision of the employees assigned to the Board General Office.
3. Preparation and submission of the Board General Office budget.

The General Office budget of the Board of Supervisors is established for the purpose of providing:

 - (a) Appropriation for salaries and employee benefits for those employees assigned to the General Office of the Board of Supervisors as distinguished from employees assigned to individual members of the Board.
 - (b) Appropriation for services and supplies for those expenses incurred on behalf of the Board of Supervisors' office as a whole, as distinguished from expenses incurred for the offices of the individual members of the Board.
 - (c) Appropriation for fixed assets for the General Office of the Board as distinguished from the offices of individual Supervisors.
 - (d) Appropriation for minor tools and equipment for the General Office of the Board as

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distinguished from the offices of individual Supervisors.

4. Assuring that no appropriation or portion thereof shall be transferred from the General Office budget to the budget of any individual Supervisor except by Board order.

5. Administration of personnel matters related to Board General Office, such as:

- (a) Signing appropriate personnel forms relative to employment of persons appointed to such positions.
- (b) Requisitioning personnel to fill any such positions.
- (c) Authorizing and/or approving vacation, sick leave or other leaves of absence for such employees.
- (d) Authorizing and/or approving overtime worked.
- (e) Certifying payrolls and time records.

6. Acquisition control for the Board General Office.

- (a) Authorizing and approving requisitions and purchase orders for the acquisition of those services and supplies, minor tools and equipment, and fixed assets included in the County Budget for the Board of Supervisors' General Office.

7. Identification and control of Fixed Assets and Minor Tools/Equipment charged to the Board General Office:

- (a) Including procurement, receipt, and fiscal tracking. Determine need and develop specifications; ensuring appropriations are approved and available for encumbrance and expenditure.

8. Providing Budget/Fiscal Procedure support for Board District Offices:

- (a) Maintain management reports for salary/benefits, services and supplies, fixed assets and special expenses to assist in developing budget proposal and tracking expenditures.

9. Administration of Personnel Matters related to Board District Offices:

- (a) The Clerk of the Board of Supervisors shall process at the direction of the Board Members of Chiefs-of-Staff, if designated, Personnel Action Notices.
- (b) Maintain personnel files, time cards, health and life insurance forms, W-2 forms, Personnel Action Notices and Termination Action Notices, leave balances, explain

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Civil Service Rules, Compensation Ordinance, application of benefits, coordinates parking and employee identification cards, review of mileage claims for completeness.

10. Preparation and submission of Fiscal Year End Closing Documents:

- (a) In accordance with Auditor and Control procedures manual, the Clerk of the Board of Supervisors shall compile financial reports with supporting documentation and file with General Accounting Division (cash statements, accounts receivable, encumbrances, fixed assets and minor tools/equipment inventory, office supplies inventory).

The Clerk of the Board of Supervisors shall be the official depository for all financial records relating to the General Office budget, and be the official depository for all public records of those Board members whose terms have expired or otherwise left office. Such records shall be preserved until such time as their destruction is authorized by the Board of Supervisors pursuant to statute.

The Clerk of the Board of Supervisors is authorized to designate the Chief Deputy Clerk of the Board of Supervisors, or in that person's absence the Clerk may designate another individual, to act in the Clerk's absence in performing the aforementioned duties.

Sunset Date

This policy will be reviewed for continuance by 12-31-11.

Board Action

4-8-75 (70)

10-30-84 (85)

9-27-88 (60)

12-12-95 (43)

05-11-04 (04)

CAO Reference

1. Clerk of the Board of Supervisors